

REPORT FROM THE DOCUMENTATION COMMISSION

Executive Committee meeting

Toulouse - January 1984

I. International Index to Film and Television Periodicals (PIP)

1. Microfiche service

The first sendout of microfiches was done in April 1983 as scheduled. Since then there have been regular monthly cumulating film and TV services to the subscribers. In order to keep down running costs, the Editor has changed the fiches to negative 'diaz' form starting from June. The final dispatch will be in the positive, silver halide form. This final dispatch for 1983 will also include the information from the 1982 card service, which will provide the connection between the 10-year microfiche cumulation of the Film Index and the microfiche service.

2. Film volumes

The 1982 film volume was prepared for publication by the Editor and was printed in London in November 1983 with the help of FIAF who advanced the funds for the printing costs. We expect to pay back the loan by February 1984 with the income received from the standing orders.

The 1983 film volume is planned to be published in July 1984 (instead of in November). A new technology will be used for its printing which will result in savings on the annual volume. We hope that FIAF would agree to advance the money for the production of the 1983 film volume on the same basis as for the previous one.

3. TV volumes

The first TV volume (1979-80), published in February 1983, has had unexpectedly low sales so far. Originally 100 forms were returned from people who said they were interested but only 45 of them have actually purchased copies. 55 copies in all have been sold from the FIAF office in London. Due to Larry Karr having left the American Film Institute, there has been a delay in promoting the volume in the US. However, we believe it unlikely that our extensive publicity campaign in 1983 (see I.5) could fail to give the expected results and that we would not at least be able to sell the 180 copies which are needed to break even. Meanwhile the Editor is approaching all those who have a standing order for the film volume to ask them if they are interested in the TV volume because, notwithstanding that their institutions are on our mailing list, the publicity brochures might not reach the persons directly concerned with using the volumes.

The second TV volume (1981-82) is ready for editing. The British Film Institute has offered a loan of £ 1,000 to be repaid out of profits. Dr. Guido Cincotti has offered us a loan of £ 1,750 on behalf of Cineteca Nazionale. Taking into account the unsatisfactory sales of

the first volume to date, the Editor has refrained from doing the second volume so far. Quite recently, however, he has received the answer of the Independent Television Companies' Association to our application for a grant: they have agreed to give us £ 3,500 towards the production of the volume. This will enable us to publish the volume in April 1984. The publication costs being around £ 5,000, the Editor will decide to make also use of one of the loans offered. We express our warm gratitude to the British Film Institute and to Cineteca Nazionale for their willingness to help us publish the volume.

4. 10-year microfiche cumulation of the Film Index

The production costs of the 10-year cumulation have proved higher than initially budgeted because of the fact that it is on 133 fiches instead of on 85 as our approximate estimate has been. They have been covered by pre-publication sales, however, and by now the publication has brought in a profit of £ 500. A booklet to accompany the fiches is being prepared so that an ISBN is given and the publication listed in national bibliographies. Outline of contents as follows: List of contents, History of PIP, List of Indexers, Abbreviations, Explanation of cross-references, List of FIAF publications, Transliteration of Cyrillic characters. Probable format A5.

5. Promotion

After the spring sendout of the 4 publicity sheets which were presented at the Stockholm Congress and which were intended as an interim measure, two proper publicity brochures were designed and printed - one covering all the PIP services and publications and one covering all other FIAF publications. Those were sent to about 800 institutions in Europe, and later to 600 in the US and Canada when we learned that the American Film Institute was not doing any promotion for the PIP for the time being. 200 sets of brochures were sent to the National Film, Television and Sound Archives in Ottawa and another 200 to Vienna for local distribution. Later an additional quantity of brochures had to be printed for further sendouts, 800 of them to be sent to the subscribers of the British National Film Catalogue by the British Film Institute.

This publicity campaign has been made possible by the financial support of FIAF who granted us £ 300 from the 1982 budget and £ 1,000 from the 1983 budget towards this purpose. Our intention is to make another big sendout in 1984 for which the costs of just reprinting the two brochures and printing only a new order form for the PIP brochure will be considerably less than in 1983. Postage, however, is an ever increasing expense as we are constantly adding new addresses to our mailing list.

The Editor's report to the Supporters and to the Executive Committee will supply more details about our promotion activities.

6. Supporters' meeting

A meeting of the Supporters with the PIP working group was held on May 29th, 1983, the eve of the Stockholm Congress. The budgets and accounts were presented and the Editor reported on the current situation. Several recommendations were made concerning the production and promotion of the TV volumes. Most of the Supporters present expressed the view that an appeal should be made to the member-archives

to join the group of Supporters if their financial situation permits it, even if only in the form of 1/2 or 1/4 of the established amount which the present Supporters are paying. Such an appeal, introduced by a statement of the importance of the PIP both to the individual archives and for the prestige of FIAF, was made by Milka Staykova during her report to the General Meeting but without any results. It seems that the only way to achieve this remains the individual approach.

On the other hand, we aim at lightening the burden of the supporting archives by selling more of our services and publications and thus generating some profits, in accordance with the principles for the operation of the PIP with the help of the Supporters. The little that has been achieved so far is that their contribution has been maintained at the original amount of $\text{Y } 480$ without incorporating the annual increase of 12,5% as foreseen at Rapallo. We are now in the middle of big changes but there are so many unpredictable factors that we cannot expect to reach all our targets at once, either financially or in time. By the next meeting with the Supporters we hope to have a clear picture of the results our publicity efforts have brought.

It would be preferable if the meeting of the Supporters in Vienna could be arranged after the opening of the General Meeting, so that all Supporters attending the Congress would be able to be present.

7. Budget

The 1983 accounts, prepared by Brigitte, and the revised budget for 1984 and a draft budget for 1985, prepared by the PIP working group, will be presented to the Executive Committee in Toulouse. They will also be sent to the Supporters.

II. Second and third meetings of PIP indexers

The second meeting was for PIP indexers from North America and was held in Ottawa from 2nd to 4th May, 1983. The National Film, Television and Sound Archives hosted the meeting which was organized by Jana Vosikovska. No fee was charged for attending the workshop but participants had to meet their own accommodation costs. The sessions were held in the NFTSA building.

The participants were:

- René Beauclair, La Cinémathèque Québécoise, Montreal
- Gloria Grant, NFTSA
- Barbara Humphrys, Library of Congress, Washington
- Louise Lavalley, La Cinémathèque Québécoise, Montreal
- Ronald Magliozzi, The Museum of Modern Art, New York
- Nancy Mulvie, NFTSA.

The workshop was given by Michael Moulds, Editor of the International Index to Film and Television Periodicals.

The programme followed the plan of the first workshop in London: a brief history of the PIP; analysis of the indexing form; practical exercises followed by discussions; reports by participants on their use of the indexes in their libraries; discussion of the FIAF subject headings.

On May 4th the participants toured the NFTSA technical section and/or the documentation and media cataloguing sections.

The third and last meeting was organized by the Staatliches Filmarchiv der DDR who, by undertaking the staying costs of the participants, made it possible for indexers who had not been able to take part in the two previous meetings to attend. The meeting was held in Berlin, GDR, from 8th to 10th November 1983. Both the hotel accommodations and the seminar room in which the sessions took place were excellent and the participants were given every kind of assistance by the staff of the Center for Cultural Work with Foreign Countries at the Ministry of Culture who co-operated with the Staatliches Filmarchiv in organizing the meeting. Dr. Alfred Krautz was the organizer on the part of the Documentation Commission.

The following indexers took part in the meeting:

- Svetlana Bochkova, Gosfilmofond, Moscow
- Jill Buckland, British Film Institute, London
- Ronald Monteiro, Museu de Arte Moderna, Rio de Janeiro
- Maria Páldy, Magyar Filmtudományi Intézet, Budapest
- Aura Puran, Arhiva Nacionala de Filme, Bucharest
- Eberhard Spiess, Deutsches Institut für Filmkunde, Wiesbaden/Frankfurt
- Rolf Dietmar Wentz, Stiftung Deutsche Kinemathek, Berlin (BRD)
- Witold Wiczak, Filmoteka Polska, Warsaw.

Also present was Milka Staykova. Three indexers were unfortunately prevented from participating in the workshop at the last moment: Dolores Devesa of Filmoteca Española, by a strike in Madrid, and Milada Hábová of the Československý Filmový Ústav and Lissi Zilinski of the Hochschule für Film und Fernsehen der DDR, by illness.

Michael Moulds conducted the meeting.

The programme was the same as of the two previous meetings. Following the recommendations of indexers who had participated in them, the groups for practical exercises comprised smaller number of people which gave ample opportunity for every member of the group to express their opinion on the subject under discussion.

The comments of all participants were favourable. They expressed satisfaction with the workshop, saying they had learned a lot about solving problems in indexing and that they had found the contacts and discussions with people from other archives who were doing the same work very useful and stimulating. Several of the participants suggested that it would be useful if such workshops were held periodically.

On the last afternoon the participants visited the vaults of the Staatliches Filmarchiv der DDR and were given a farewell dinner on the premises. Wolfgang Klaue greeted the participants and thanked them for the work they had been doing throughout the years for the International Index to Film and Television Periodicals.

The Documentation Commission would like to express their thankfulness to the National Film, Television and Sound Archives in Ottawa and to the Staatliches Filmarchiv der DDR for their great help in organizing the second and third meetings of PIP indexers.

A total of 27 indexers from 21 archives and other institutions took part in the three meetings.

III. International Directory of Cinematographers, Set- and Costume Designers

Alfred Krautz has learned from the publisher in Munich that the first two volumes (Poland/GDR and France) are selling well. He has presented a number of reviews published in different countries, all of them favourable.

Volume 3: "The Balkan countries" has been delivered to the publisher and is to appear by the end of December 1983.

Volume 4: "Germany until 1945" is being prepared by Alfred Krautz and Eberhard Spiess with some help from the archives in West Berlin and Vienna. It is to be published in 1984.

Volume 5: "Italy until 1945" : the Italian film historian Dr. Vittorio Martinelli is working on this volume helped by Dr. Guido Cincotti and Dr. Bernardini.

IV. International Bibliography of Dissertations on Cinema

A circular letter will be sent to the member-archives in the beginning of 1984 to remind them to continue sending information on this subject and to appeal to those who have not participated so far, to join the project.

V. International Directory of Film and TV Documentation Sources

The information of the previous edition of the Directory has been input onto the microcomputer. A new questionnaire has been prepared by Frances Thorpe which will be discussed by the Commission at our next meeting in March 1984 and then sent round to the member-archives of FIAF and FIAT. It has been decided that the next edition would list all FIAT members even if they do not reply to the questionnaire. We intend to publish the next, third edition of the Directory before the end of 1984.

VI. New projects

1. Revised edition of Michael Moulds: "FIAF classification scheme for literature on film and television".
Since the publication of the Classification scheme Michael Moulds and Karen Jones have discussed classification problems and possible alterations several times during the meetings of the PIP working group. Karen has sent a circular letter to all users of the scheme asking for their problems and suggestions. As a result a draft for the revised edition of the scheme will be produced by Michael. It will provide the basis for the final discussions which will take the form of a second classification workshop, restricted to those who are actually using the scheme. We hope to be able to arrange the workshop for May or June 1984. Cinemateca Portuguesa in Lisbon is a possible host.
2. Revising and enlarging of the Documentation Department chapter of the "Handbook for Film Archives". Karen will send round copies of the chapter to the members of the Commission to study before the meeting in 1984 when we shall decide how and by whom this task is to be completed.

3. At the joint meeting with the Cataloguing Commission in March 1984 all the suggestions for joint projects made by the two Commissions and by the General Meeting in Stockholm will be discussed.

VII. Meetings

The PIP working group met in Stockholm in connection with the Congress and also in Copenhagen in November 1983 to prepare budgets and to discuss publicity and current problems of the PIP. The Set Designers working group met in Berlin (GDR) during the indexers' workshop. The costs of their stay were met by the Staatliches Filmarchiv der DDR. The full meeting of the Documentation Commission which will be held jointly with the Cataloguing Commission will take place in Plovdiv, Bulgaria, March 27-30, 1984. Bulgarska Nacionalna Filmoteka will undertake the staying costs of the two Commissions.

Milka Staykova
President of the Commission